



DEPARTMENT OF FINANCE  
Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

### Addendum No. 1

**Date:** May 15, 2024  
**Request for Proposal:** 24-2678-4BJM – On Call Plumbing Services.  
**Receipt Date/Time:** May 30, 2024 at 2:00 p.m. **(Changed)**  
**Subject:** Change of Proposal Receipt Date, Changes to RFP, Questions and Answers

Ladies/Gentlemen,

Please make the following corrections, deletions and/or additions to the above referenced RFP:

#### Change of Proposal Receipt Date:

1. The Proposal Receipt Date is changed to May 30, 2024, at 2:00 PM.

#### Changes to RFP:

1. Revise Sec. II(A)(2) (page 2 of 40) to read as follows:  
The Successful Offeror(s) shall be a fully staffed operational service office, currently engaged in providing on call plumbing service, repair, maintenance, and replacement of existing plumbing systems; provide 24-hour emergency services as needed and requested; located within 35 miles (as defined by <https://www.google.com/maps>) of the County of Henrico Purchasing office located at 8600 Staples Mill Road, Henrico, Virginia 23228; have under their employment a minimum of four (4) journeyman plumbers, with a minimum of one (1) licensed journeyman plumber or licensed master plumber who will supervise any non-licensed plumbers, dedicated to this contract with the ability to respond to two or more service requests; and equipment to meet the requirements as outlined in the Scope of Work/Services.
2. Revise Sec. II(A)(4) (page 2 of 40) to read as follows:  
The Successful Offeror(s) must ensure that at least one plumber licensed by the DPOR Board for Contractors is always on a job site supervising any plumbers who do not have DPOR Board for Contractors' licenses. The Successful Offeror(s) shall be responsible for providing the appropriate types and skill levels of personnel required to accomplish the necessary work. Offeror shall include with their proposal a list of plumbers capable of performing the requirements of this Contract and indicate whether each plumber has a DPOR Board for Contractors license and whether each plumber will be acting in a supervisory capacity. The Successful Offeror must provide copies of the DPOR Board for Contractors license of each licensed plumber on its list. The Successful Offeror(s) shall be responsible for providing an updated list of licensed plumbers to the County's Purchasing Division as changes are made.
3. Revise Sec. II (B)(10.B.) (page 5 and 6 of 40) to read as follows:  
Henrico County Public Schools and School Administration Buildings normal school hours, with the exception of serving times for breakfast and lunch, are Monday through Friday from 7:00 a.m. to 4:00 p.m. and summer hours shall be Monday through Thursday from 7:00 a.m. to 5:00 p.m. **Work must not interfere with school activities or when conducting testing (SOLs).**
4. DELETE ATTACHMENT H in its entirety and REPLACE it with Revised ATTACHMENT H in Addendum No. 1.

#### Questions and Answers

1. Reference page 3 of 40, item II.B.3.a.
  - a. How does Henrico County define "Emergency services"?  
**Answer: Waterline break, running water, no water, backed up sewer, standing water, anything that may disrupt the operation of the building and or be a hazard to staff and public.**

- b. Will “Emergency services” be assigned a Not-To-Exceed (NTE) amount by the county at the time the service call is placed?  
 Answer: No.
- c. Will the contractor be able to bill emergency services based off of an established NTE? Or will a quote in arrears of the work be required in order to invoice?  
 Answer: Time and Material Not to Exceed Price.
- d. For Emergency work, how would work authorizations occur? (i.e., Purchase Order per event or blanket Purchase Order, other?)  
 Answer: Verbal Authorization will be given based on a Not to Exceed Price and PO will be issued per event.
2. Reference pages 4 & 5 of 40, items II.B.5 and II.B.6.
- a. Can the county provide a description of the circumstances under which a quote is required?  
 Answer: Quotes should be given for all work, unless given verbal authorization to proceed in an emergency.
- b. If scope is not fully definable and troubleshooting is required to develop a scope of work and price a repair, will the county pay for the required labor to troubleshoot? Sample scenario:
- Henrico County calls to get a quote on repairing a clogged drain- line. (Non-emergency, quote requested)
  - At the time of the request to quote the contractor may not know if the line can be cleared by snake, if a jetter is required or if there is damage to a pipe that may require a camera and locator.
  - Trouble shooting may be required which could require many man hours of labor.
  - Suppose the county decides to abandon the line or not make the repair.
  - Item II.B.6. prohibits charging for “time to inspect the worksite and to develop the written non-binding estimate.” Question: Since all of the above actions were required to arrive at a scope and firm quote, could the troubleshooting be billed?
- Answer: Yes, troubleshooting costs can be billed for.
3. Reference Pages 5 & 6 of 40, items II.B.10 (Normal Business Hours) and II.B.13 (Successful Offeror(s) paid hourly rate per man hour).  
 The RFP states “normal business hours” for General Government and Schools to be Monday through Friday, 8:00 A.M. to 4:30 P.M. Other facilities such as “Jail East, Jail West, Juvenile Detention, Recreation and Parks” differ. Will the county pay “Overtime Hourly Rate” for work outside of the General Government normal business hours of Monday through Friday, 8:00 A.M. to 4:30 P.M. at a facility such as Jail East, Jail West and Juvenile Detention? Or, does the county expect to pay “Regular Hourly Rate” situationally to the facility? Example: A call comes in for Juvenile Detention that a contractor runs during a weekday between 5:00 P.M. and 7:00 P.M. Would the contractor bill at the “Regular hourly Rate” or the “Overtime Hourly Rate”?  
 Answer: Yes, the county expects to pay the Regular Hourly Rate situationally to the facility. In addition, school hours are not the same as General Government. Please refer to Item #3 under Changes to RFP.
4. Reference page 17 of 40, item V.W.1. & V.W.2.  
 This term appears to be inconsistent with contracts we have with other tax-exempt state agencies. Our company has been advised by legal counsel that there is no exemption from tax for contractor purchases that will be incorporated into real property of a tax-exempt entity. The only options we’ve been provided to avoid paying taxes when our end user is a tax-exempt entity are:
- The tax-exempt entity makes the material purchases directly.
  - The tax-exempt entity names the contractor as an authorized purchasing agent.
- Our legal department has advised us based on the way Item V.W.1. is written we would have to pay taxes on materials purchased but we could not recoup these real costs. Could this term be modified to allow the “Successful Offeror” to pass along these real costs to the county?  
 Answer: Page 7 of 40, Item 14(e) says, “The County will reimburse Successful Offer(s) for non-truck stock parts, materials, and components at cost.” “At cost” would include sales tax the Successful Offeror paid. For

page 38 of 40, Attachment H Pricing/Cost Proposal, the Unit Price that the contractor lists for all truck stock items can include the sales tax.

5. Reference page 19 of 40, Item V.DD.2.  
Skilled labor wage increases have often exceeded 3% per year. Would Henrico County agree to a pre-established annual rate increase that would not exceed the Bureau of Labor Statistics Construction Trade Contractors – NAICS Code 238220? Link here: [Bureau of Labor Statistics Data \(bls.gov\)](http://www.bls.gov)  
**Answer: No.**
  
6. Reference page 38 of 40, Attachment H, Pricing/Cost Proposal.  
Column B - Estimated Annual Hours, Item Nos 1-9 on pricing/cost proposal. Do the estimated hours in Column B include hours utilized by the schools, or do these hours just represent estimated non-school needs?  
**Answer: Hours to be dictated by Henrico County General Government and Henrico County Schools staff.**
  
7. Reference page 2 under II. Scope of Services, A. 2.,4. The proposal requires 4 DPOR licensed journeyman plumbers. Will the county accept plumbers that meet the journeyman plumber qualifications without the journeyman DPOR license? The state of Virginia allows service plumbing providers to work under one master plumbing license. Will Henrico County accept this State regulation?  
**Answer: Yes. Refer to Items 1 and 2 under Changes to RFP.**

All other specifications and General Terms and Conditions shall remain the same.

Offerors must take due notice and be governed accordingly. Failure to acknowledge this addendum may result in your response being deemed non-responsive.

Sincerely,

Beverly J. Mitchell, VCA, VCO  
Procurement Analyst II  
mit098@henrico.us

**ACKNOWLEDGEMENT:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**Revised ATTACHMENT H (AD No. 1, 5.15.24)**

**PRICING/COST PROPOSAL**

<b>Item No.</b>	<b>Classification</b>	<b>A Rate Per Man Hour</b>	<b>B Estimated Annual Hours</b>	<b>C Extended Price (A x B) = C</b>
1.	<b>Master Plumber</b> – Regular Hourly Rate	\$	500	\$
2.	<b>Journeyman Plumber</b> – Regular Hourly Rate	\$	500	\$
3.	<b>Plumber Helper/Apprentice</b> – Regular Hourly Rate	\$	500	\$
4.	<b>Master Plumber</b> – Overtime Hourly Rate	\$	200	\$
5.	<b>Journeyman Plumber</b> – Overtime Hourly Rate	\$	200	\$
6.	<b>Plumber Helper/Apprentice</b> – Overtime Hourly Rate	\$	200	\$
7.	<b>Master Plumber</b> – Emergency and Holiday Hourly Rate	\$	225	\$
8.	<b>Journeyman Plumber</b> – Emergency and Holiday Hourly Rate	\$	225	\$
9.	<b>Plumber Helper/Apprentice</b> – Emergency and Holiday Hourly Rate	\$	225	\$
<b>TOTAL PROPOSAL PRICE (Items No. 1 thru 9):</b>				<b>\$</b>

**PLUMBING TRUCK STOCK ITEMS**

<b>Items Description</b>	<b>Unit Price</b>
1/2" CLASS 150 IRON BLACK TEE	
3/4" CLASS 150 IRON BLACK TEE	
1/2" CLASS 150 IRON BLACK CAP	
3/4" CLASS 150 IRON BLACK CAP	
1/2" x CLOSE STANDARD BLACK STEEL NIPPLE	
1/2" X 2" STANDARD BLACK STEEL NIPPLE	
1/2" X 2 1/2" STANDARD BLACK STEEL NIPPLE	
3/4" X 2" STANDARD BLACK STEEL NIPPLE	

3/4" X 2 1/2" STANDARD BLACK STEEL NIPPLE	
3/4" WROT COPPER DIMPLE STOP COUPLING	
3/4" X 1/2" WROT COPPER REDUCER COUPLING	
3/4" WROT COPPER FEMALE ADAPTER	
3/4" WROT COPPER MALE ADAPTER	
3/4" WROT COPPER 45 DEGREE ELBOW	
3/4" WROT COPPER STREET 45 DEGREE ELBOW	
3/4" WROT COPPER 90 DEGREE ELBOW	
3/4" WROT COPPER STREET 90 DEGREE ELBOW	
3/4" WROT COPPER TEE	
3/4" X 3/4" X 1/2" WROT COPPER TEE	
3/4" WROT COPPER TUBE CAP	
FERNCO 1 1/2" COUPLING	
FERNCO 2" COUPLING	
FERNCO 3" COUPLING	
FERNCO 4" X 3" COUPLING	
FERNCO 4" COUPLING	
FLUIDMASTER TOILET FLUSH VALVE REPAIR KIT	
FLUIDMASTER TOILET FILL VALVE WITH BRASS SHANK	
KORKY FLUSH VALVE SEAL	
KORKY REPLACEMENT FLAPPER	
1/2" SWEAT BRASS 2-PIECE FULL PORT BALL VALVE LEAD FREE	
3/4" SWEAT BRASS 2-PIECE FULL PORT BALL VALVE LEAD FREE	
MIFAB 1 1/2" QUICK HUB NO HUB COUPLING	
MIFAB 2" QUICK HUB NO HUB COUPLING	
MIFAB 3" QUICK HUB NO HUB COUPLING	
MIFAB 4" QUICK HUB NO HUB COUPLING	
1 1/2" DWV PVC P-TRAP WITH SOCKET WELD JOINT	
2" DWV PVC P-TRAP WITH SOCKET WELD JOINT	
DELTA RP1740 STEM ASSEMBLY LEAD FREE	
HERCULES 3" TO 4" JOHNI-RING PETROLEUM WAX GASKET	

5.5 OUNCE WHITE SILICONE TUB CAULK	
HERCULES 14 OUNCE STA PUT PLUMBER'S PUTTY	
HERCULES 1/2" X 1000" MEGATAPE PIPE THREAD TAPE	
10 YARDS OPEN MESH SAND CLOTH	
OATEY 8 OUNCE NUMBER 5 LEAD FREE SOLDER FLUX PASTE	
OATEY 8 OUNCE PURPLE PRIMER	
OATEY 8 OUNCE REGULAR CLEAR PVC CEMENT	
OATEY 1 POUND LEAD FREE PLUMBING WIRE SOLDER	

**Any Specialized Equipment owned by Offeror for which the County will be assessed a usage fee shall be specified below (attach additional sheets if necessary):**

<b>Item</b>	<b>Equipment Description</b>	<b>Unit of Measure (hourly, Daily, Weekly, Etc.)</b>	<b>Usage Fee</b>
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$